


Directive: 6.44

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Issued By: Robert Tracy Chief of Police		

Promotion Process

A. Notification of Eligible Candidates:

1. Eligibility for Participation in Sergeant Promotion System:

All Patrol Officers who will have 3 ½ years seniority as of the 15th of April of the year of the start of the new promotional list are eligible to participate in the process for the rank of Sergeant.

2. Eligibility for Participation in Lieutenant Promotion System:

All Sergeants who will have one (1) year in rank as of the 15th of April of the year of the start of the new promotional list are eligible to participate in the process for the rank of Lieutenant.

3. Sign-Up Period:

All eligible personnel who wish to participate in the Promotion Testing Process for Sergeant or Lieutenant must sign a notice of intent.

B. Description of Sergeant Promotion System Components:

The examination process for the rank of Police Sergeant will consist of three parts:

Part I

Part 1 will consist of a timed open and closed book multiple choice examination and will cover knowledge of relevant areas described in a study aid that will be distributed to all candidates via Informational Bulletin and which will be made available by the Human Resources Division.

It will be necessary to pass Part I in order to be eligible to complete Parts II and III.

The weight of this Component (Part I Written Multiple Choice Test) of the Sergeant Promotional Process is 30%.

Part II

Part II will consist of a Problem Analysis Exercise and will cover skills and abilities used in supervision and management.

To aid candidates who will be participating in Parts II and III, each candidate may be required to attend an Orientation Program, designed to familiarize each candidate with the Part II and Part III processes that will be administered.

Individuals who will serve as assessors in Part of the Sergeant Promotional System will be representatives from other law enforcement agencies that are trained in the process.

No member of the Wilmington Department of Police will participate as an assessor in Part II of the Sergeant Promotional System.

The weight of this Component (Problem Analysis Exercise) of the Sergeant Promotional System is 40%.

Part III

Part III will consist of a Written Resume Presentation and will cover skills, abilities and experiences used in supervision and management.

The Written Resume Presentation will be made to a panel consisting of representatives from other law enforcement agencies that are trained in the process.

Summary of Sergeant System

Part I	Timed Open/Closed Book Multiple Choice Examination	30% Weight
Part II	Problem Analysis Exercise	40% Weight
Part III	Written Resume	30% Weight

C. Description of Lieutenant Promotion System Components

Part I

Part I will consist of a timed open and closed book multiple choice examination and will cover knowledge of relevant areas described in a study aid that will be distributed to all candidates via Informational Bulletin and which will be made available by the Human Resources Division.

It will be necessary to pass Part I in order to be eligible to complete Part II and Part III.

The weight of this Component (Part I Written Multiple Choice Test) of the Lieutenant Promotion Process is 20%.

Part II

Part II will consist of a Problem Analysis Exercise and will cover skills and abilities used in supervision and management.

To aid candidates who will be participating in Part II and Part III, each candidate may be required to attend an Orientation Program designed to familiarize each candidate with the Part I and Part II process that will be administered.

Individuals who will serve as assessors in Part II of the Lieutenant Promotional System will be representatives from other law enforcement agencies that are trained in the process.

No member of the Wilmington Department of Police will participate as an assessor in Part II of the Lieutenant Promotional System.

The weight of this Component (Problem Analysis Exercise) of the Lieutenant Promotional System is 50%.

Part III

Part III will consist of an Oral Resume Presentation and will cover skills, abilities and experiences used in supervision and management.

The Oral Resume Presentation will be made to a panel consisting of representatives from other law enforcement agencies that are trained in the process.

The weight of this Component (Oral Resume Presentation) of the Lieutenant Promotional System is 30%

Summary of Lieutenant System

Part I	Timed Open/Closed Book Multiple Choice Examination	20% Weight
Part II	Problem Analysis Exercise	50% Weight
Part III	Oral Resume	30% Weight

D. Probationary Period

All employees selected for promotion will be required to serve a probationary period of (1) year from the date of promotion. It will be the responsibility of their direct supervisor to rate their performance at (6) months and at (1) year. In the absence of any negative ratings, the employee will retain their assigned rank. If negative ratings occur, it will be the responsibility of the Commanding Officer of the Human Resources Division to this to the attention of the Chief of Police. At this time, a determination will be made as to the future of the employee's assigned rank.

Based on the determination made by the Chief of Police, the employee's probationary period could be extended or the promoted rank withdrawn.

E. Eligibility Lists

It will be the policy of the Wilmington Department of Police to abide by the collective bargaining contract between the City of Wilmington and the F.O.P. as it pertains to any agreements on the length of promotion eligibility lists.

F. Challenges to Questions in Part I of the Examination

Part I of the Promotional System consists of the open and closed book multiple choice examination. Challenges to questions contained in the test will be made in writing on a form provided by the Police Department during a two-week period immediately following the administration of the test. During this two-week period, participants can respond to the Human Resources Division and review a keyed copy of the test. At the end of the challenge period, any challenge forms that are submitted will be forwarded to the contracted company. The contracted company will respond to the challenges via a memorandum that will be distributed to all personnel.

G. Promoting Vacant Position

If a promotion is made by the Chief of Police, the promotion date will be effective the day the Officer begins performing the duties of the new position. Pay will not be retroactive to the vacancy date.